

**Base Year Modification Request Certification**  
 CIWMS 626 (NEW 7/99)

To request a correction to or substitution for a previously approved base-year amount used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 255-2555 to be connected to your OLA representative.

Mail completed documents to:

California Integrated Waste Management Board  
 Office of Local Assistance, MS 8  
 8800 Cal Center Drive  
 Sacramento CA 95826

# STAFF COPY

**General Instructions:**

Please select the ONE choice below that best explains your request to the Board, and complete the appropriate sections. All respondents must complete Section I and either Section II A or II B, as noted.

- ☐ 1. Correct our existing Board-approved base-year generation (disposal or diversion) tonnage. (Please complete Section I and Section II A.)
- ☒ 2. Use a recent generation-based study to substitute for our existing Board-approved base-year generation amount, but not officially change our existing Board-approved base year. (Please complete Section I and Section II B.)
- ☐ 3. Use a recent generation-based study to officially change our Board-approved existing base year to a new base year. (Please complete Section I and Section II B.)

**Section I: Jurisdiction Information and Certification**

All respondents must complete this section.

I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:

Jurisdiction Name Hillsborough		County San Mateo	
Authorized Signature <i>Anthony Constantino</i>		Title Town Manager	
Type/Print Name of Person Signing Anthony Constantino	Date 9/6/00	Phone (650) 375-7409	
Person Completing This Form (please print or type) Dan Sicular, Environmental Science Associates	Title Consultant	Phone (415) 896-6900	
Mailing Address 225 Bush Street, Suite 1700	City San Francisco	State CA	ZIP Code 94104

**Section II B: Information for New Generation-Based Study for Existing or New Base Year**  
 Respondents who chose option 2 or 3 on the first page must complete this section.  
 Attach additional sheets if necessary—please reference each response to the appropriate cell number (e.g., B4).

B1. Current Board-approved base-year:

1991

(Revised 1991 BY approved in September 1999)

B2. Proposed new generation-based study year:

1999

Generation: 20,739.82 tons  
 Disposal: 19,537.69 tons  
 Diversion: 5,181.93 tons

B3. Is the proposed generation study year representative of average annual jurisdiction disposal and diversion patterns? ☒ Yes ☐ No

B4. Please select the ONE choice below that best explains your diversion data.

- ☐ All diversion tonnages claimed is from a 100 percent audit (full enumeration) of all available diversion programs.  
☒ Some diversion data were estimated or extrapolated from representative sampling. (Explain amount and method in detail below.)

Of the 5,181.93 tons of diverted materials accounted for in Hillsborough in 1999, only a small amount of materials were estimated by means of extrapolation. The 1999 waste diversion tonnages (see Box B5 below) for Hillsborough were derived from the following sources: BFI's 1999 MTS Reports; State Department of Conservation data; and two diversion studies completed by Environmental Science Associates (ESA) — one study was completed in 1997 and the other in 1998.

BFI's curbside recycling, commercial recycling, greenwaste programs, and salvage efforts accounted for nearly 80 percent of the diverted material reported for Hillsborough in 1999. Information on the performance of these programs was taken from BFI's quarterly MTS reports for 1999.

The 1999 volume of beverage containers redeemed at Certified Redemption Centers was derived from figures reported by the State Department of Conservation for San Mateo County, and allocated to Hillsborough on a per capita basis.

In order to ascertain the volume of diverted material other than that collected by BFI or through CA redemption centers, ESA conducted diversion surveys by phone. ESA completed an initial diversion study in 1999 on behalf of the South Bay Waste Management Authority (SBWMA) and the San Mateo County Public Works Department to determine the amount of material from Hillsborough and other SBTSA jurisdictions that was diverted from landfill disposal in 1997. The study is titled 1997 and 1997 Base Year Studies: Solid Waste Disposal, Diversion, and Generation and is available at the offices of ESA at 225 Bush Street, San Francisco, CA 94102. The survey was used to gather information on material that is recycled, composted, or source reduced by recycling service providers other than BFI, commercial recyclers, reuse businesses, major employers, and other businesses and institutions that were thought to be engaged in recycling, composting, and source reduction activities. The survey was conducted for all SBTSA jurisdictions. Approximately 240 entities were queried regarding the quantity, origin, and disposition of materials that they handled. Information was obtained from roughly 100 respondents. Provisions were made to ensure that material was not double-counted. ESA's study contains a detailed list of those individuals surveyed. Survey data was converted from volume to weight using one of two methods: use of published volume to weight factors for various material types; or an estimate by the respondent of the unit weight of the items handled.

Statistical methods were used to extrapolate only a small amount of diverted tonnages for Hillsborough. The category of diverted materials that was subject to extrapolation included thrift stores. Thrift stores accounted for only five percent of the diverted waste tonnages reported for Hillsborough in Box B5 below. A simple extrapolation method was used for data collected on thrift store materials during the telephone survey. For this source, a whole population of thrift stores could be represented by a limited number of responses. The method of extrapolation included determining the average amount of material diverted by the respondents in a particular population, then applying this average to each of those who did not respond. With respect to thrift stores, the origin of distribution of the combined tonnage of materials handled by those members of the population who did respond was first calculated, then used to determine an overall percent distribution for the combined respondents. The overall percent distribution was then applied to the estimated tonnage handled by the remaining members of the population.

The City believes that the businesses and services queried by ESA and tonnages reported in Box B5 from the 1997 diversion survey have changed little since 1997. Therefore, the diverted tonnages determined for these sources in 1997 are expected to be similar to the amounts diverted by those same sources in 1999. Box B5 below shows the diversion tonnages that were taken from the 1997 study prepared by ESA.

ESA recently completed a subsequent 1999 diversion study that targeted a few larger non-residential generators in Hillsborough. This latter diversion study used methodologies outline in the CWMB's *Conducting a Diversion Study - A Guide for California Jurisdictions*. The study targeted the materials diverted by the following: a golfcountry club, schools in Hillsborough, garage sales, and large residential estates. Diverted materials from these sources represented roughly 12 percent of the diversion reported in Box B5 below.

85. In the table below, list the diversion data records that support your claim and are available for Board audit. Include type of record and location; for example, weigh tickets from transfer station.

Diversion Program	Tons	Type of Record	Location of Data
CRV - Redeemed Containers	77.2	1999 Monthly Records for San Mateo County, allocated on per capita basis	Department of Conservation, Division of Recycling
<u>BFI Programs:</u>			
Commercial Recycling	74.0	BFI MIS Reports for 1999	San Carlos TS & Ox Mountain LF
Residential Curbside Recycling	1,330.0	BFI MIS Reports for 1999	San Carlos TS & Ox Mountain LF
Residential Curbside Greenwaste	1,597.0	BFI MIS Reports for 1999	San Carlos TS & Ox Mountain LF
Self-Haul Greenwaste to San Carlos Transfer Station and Ox Mountain Landfill	423.0	BFI MIS Reports for 1999	San Carlos TS & Ox Mountain LF
San Carlos TS Diversion (material recovered through TS sorting program and aggregate recycling program; tonnage allocated based on monthly self-haul tonnage received from applicable jurisdictions)	110.0	BFI MIS Reports for 1999	San Carlos TS & Ox Mountain LF
Ox Mountain LF Diversion (C & D material, concrete and asphalt diverted from landfill disposal)	568.0	BFI MIS Reports for 1999	San Carlos TS & Ox Mountain LF
<u>1997 Telephone Survey Data:</u>			
- Source Reduction			
Diaper Services	2.3	ESA 1997 Diversion Survey	ESA Database
Food Banks	0.4	ESA 1997 Diversion Survey	ESA Database
Thrift Stores	285.3	ESA 1997 Diversion Survey	ESA Database
Backyard Composting	87.2	ESA 1997 Diversion Survey	ESA Database
Mop. Source Reduction	6.6	ESA 1997 Diversion Survey	ESA Database
<u>1999 Focused Diversion Survey Data:</u>			
- Burlingame Country Club			
Grasscycling	588.0	ESA 1999 Diversion Survey	ESA Database
Kitchen Scrap Composting	2.0	ESA 1999 Diversion Survey	ESA Database
- Hillsborough Unified Schools			
Grasscycling	28.7	ESA 1998 Diversion Survey	ESA Database
Salvage	0.8	ESA 1998 Diversion Survey	ESA Database
- Boutique and Village Newspaper (Advertised garage sales)	1.4	ESA 1999 Diversion Survey	ESA Database

86. Please select the ONE choice below that best explains your disposal data and complete the required tables.
- ☒ a. All tons claimed are from the Board's Disposal Reporting System (1996 and after). (No explanation required. Skip to B8.)
- ☐ b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage (pre-1996). (Please complete B7 and then skip to B9.)
- ☐ c. Some Disposal Reporting System data were corrected. (Please skip to B8.)

87. If you chose "b" in B6, list the disposal data records that support your claim and are available for Board audit in the table below. Include type of record and location; for example, weigh tickets from transfer station.

Source of Disposal	Tons	Type of Record	Location of Data
Not Applicable.			

B8. If you chose "c" in B6, list the disposal data records that support your claim and are available for Board audit in the table below. Explain tonnage amount, correction method used, and correct owner of disputed tonnage in detail.

Source of Disposal	Yrs	Correction Method Used	Correct Owner
Not Applicable.			

B9. Enter your diversion rates in the table below.

	1997	1998	Other Year: (please specify)
Current calculated diversion rate:	a. <u>24.9 %</u>	b. <u>12.7 %</u>	
Proposed diversion rate:	c. <u>NA %</u>	d. <u>NA %</u>	e. <u>Year 1999: 25.0 %</u>

B10. If the proposed base-year generation tonnage correction results in an increase in either your 1997 or 1998 waste diversion rate, please explain how the diversion rate is consistent with your diversion implementation efforts.

Not Applicable. Would not affect 1997 and 1998 calculated diversion rates.

B11. If the difference between the proposed diversion rates in B9c and B9d or B9d and B9e is greater than 5 percentage points, please explain the reasons for the difference in the rates. (For example: program implementation or data errors.)

Not Applicable. Would not affect 1997 and 1998 calculated diversion rates.